Ton Duc Thang University
CENTER FOR APPLIED INFORMATION TECHNOLOGY

Word 2016

Course Lecture

MOS WORD 2016

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- Textbooks

  – [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

  – [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.

  – [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

Chapter 5

APPLYING REFERENCES

Chapter 5. Applying references

5.1 Create footnotes and endnotes

5.2 Create a table of contents

5.3 Create, insert and edit citations

5.4 Insert a bibliography

5.5 Insert captions

5.6 Insert a table of figures

Chapter 5. Applying references

5.1 Create footnotes and endnotes

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Chapter 5: Applying references

1/. Create footnotes and endnotes

1- Create footnotes and endnotes

- ## Create a footnote
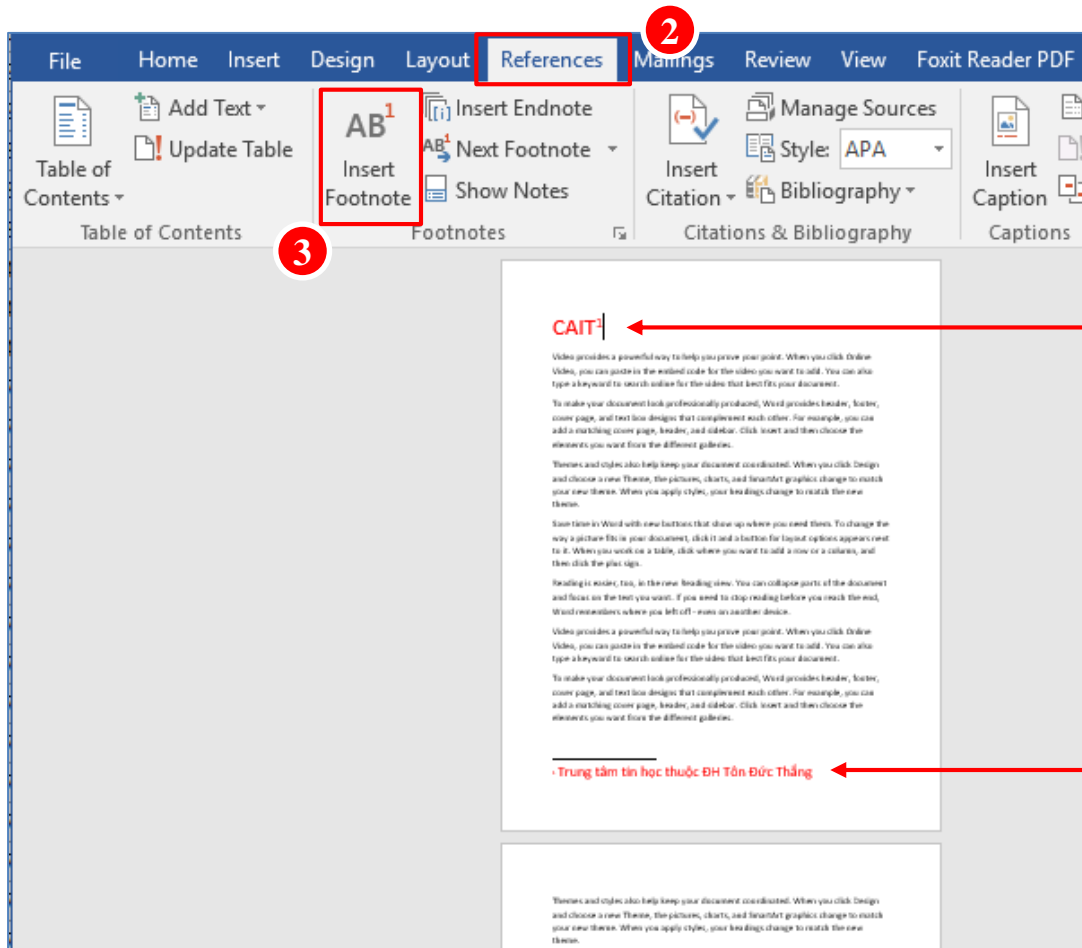
Click after the text to create a footnote

Enter the content of note

1- Create footnotes and endnotes

- **Create an endnote**
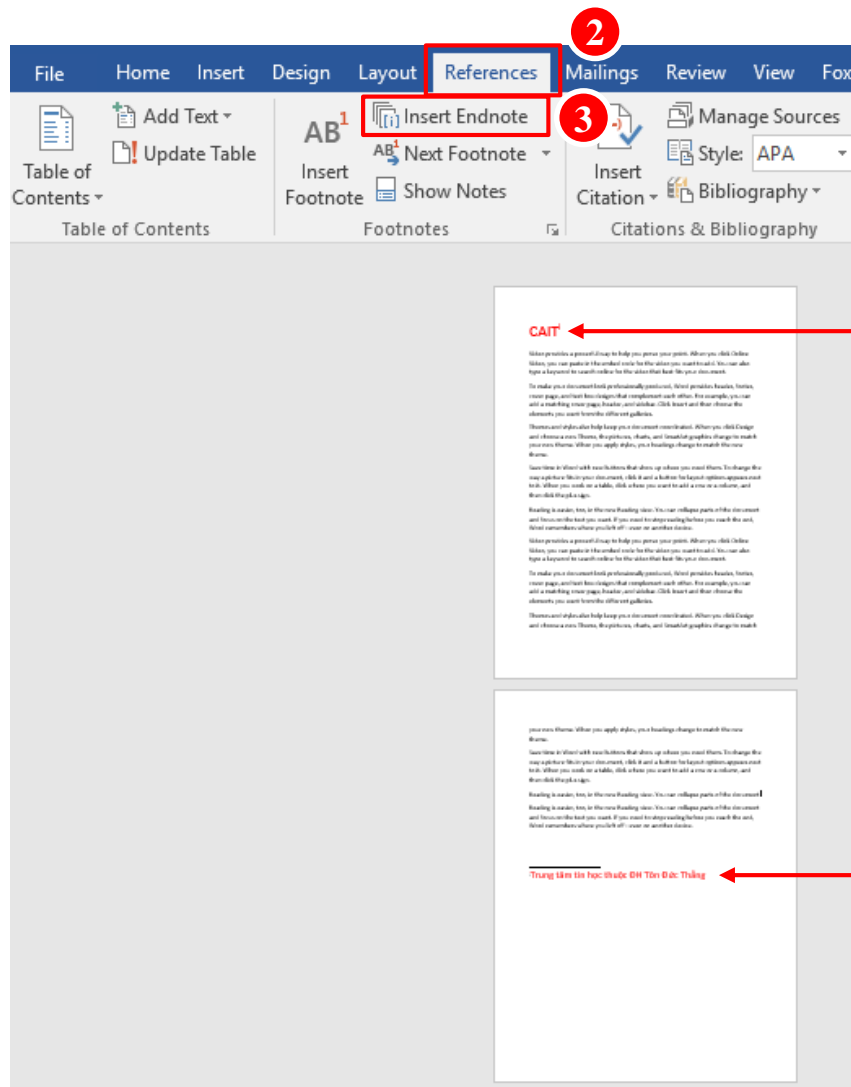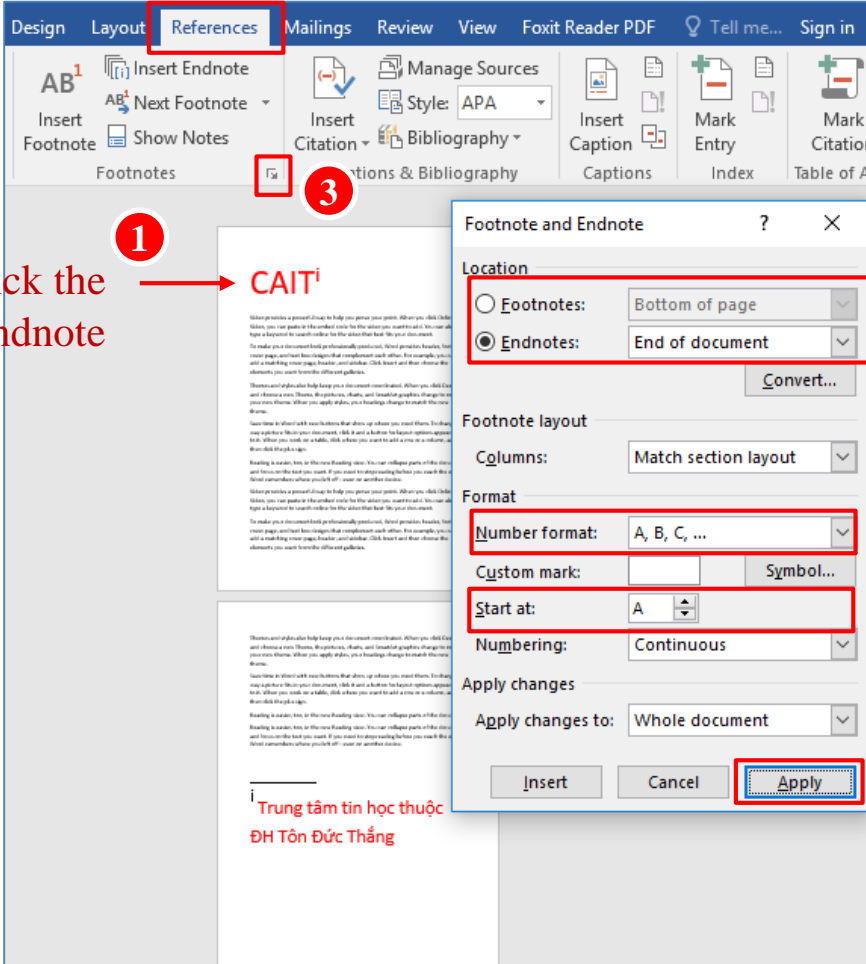
Click after the text to create an endnote

Enter the content of note

1- Create footnotes and endnotes

- **Change the format of footnotes and endnotes**

Click the footnote/endnote

Set the position of footnote/endnote

Format of numbers

Numbers start at

- **Delete footnotes and endnotes**

Cơ sở tin học 1¹

① Select footnote/endnote and press **Delete**

Chapter 5. Applying references

5.1 Create footnotes and endnotes

5.2 Create a table of contents

5.3 Create, insert and edit citations

5.4 Insert a bibliography

5.5 Insert captions

5.6 Insert a table of figures

1/. Create a table of contents

1- Create a table of contents

- **Create a built-in table of contents**

1- Create a table of contents

- **Create a custom table of contents**

1- Create a table of contents

- **Update a table of contents**

Chapter 5. Applying references

5.1 Create footnotes and endnotes

5.2 Create a table of contents

5.3 Create, insert and edit citations

5.4 Insert a bibliography
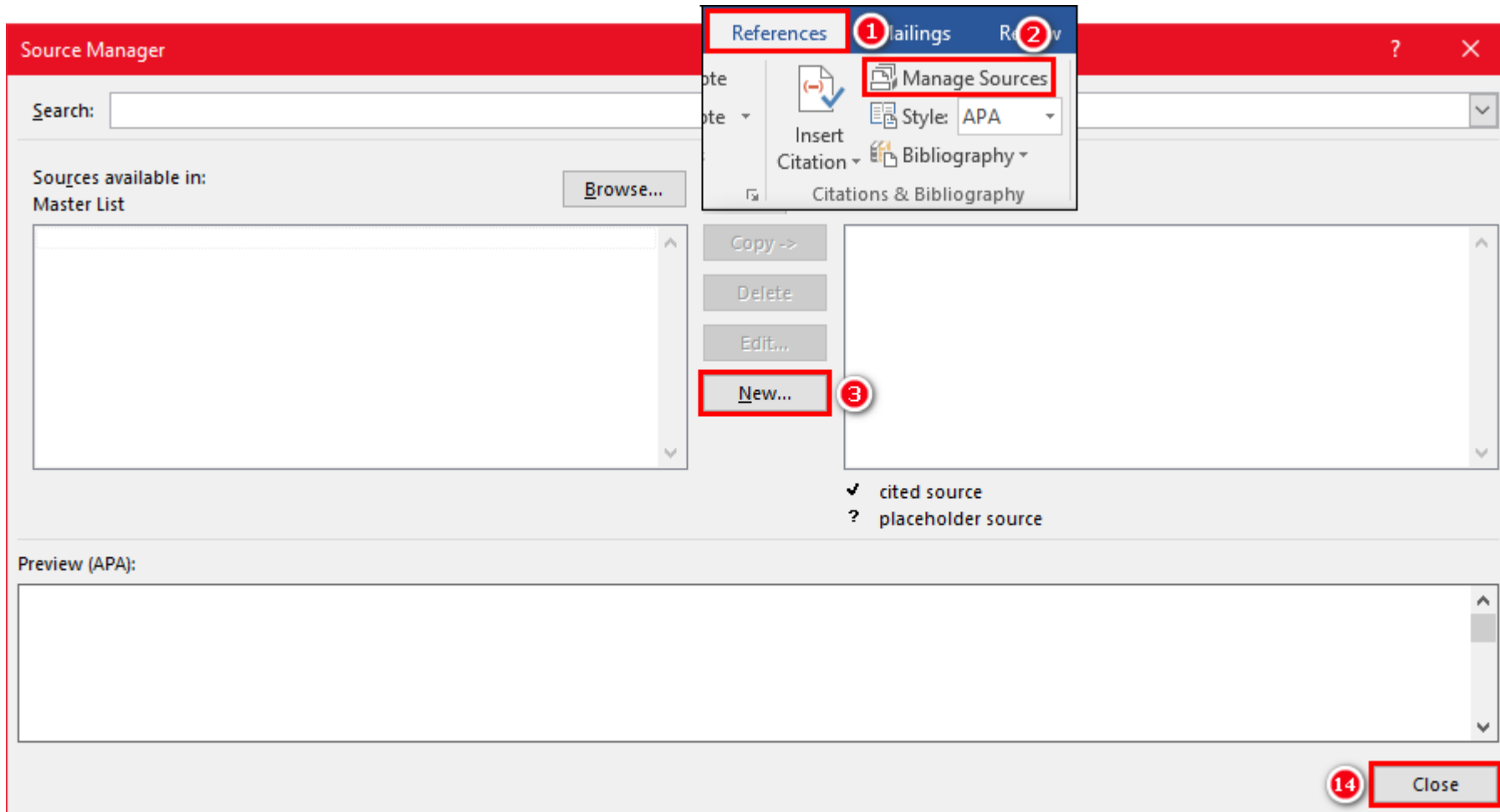
5.5 Insert captions

5.6 Insert a table of figures

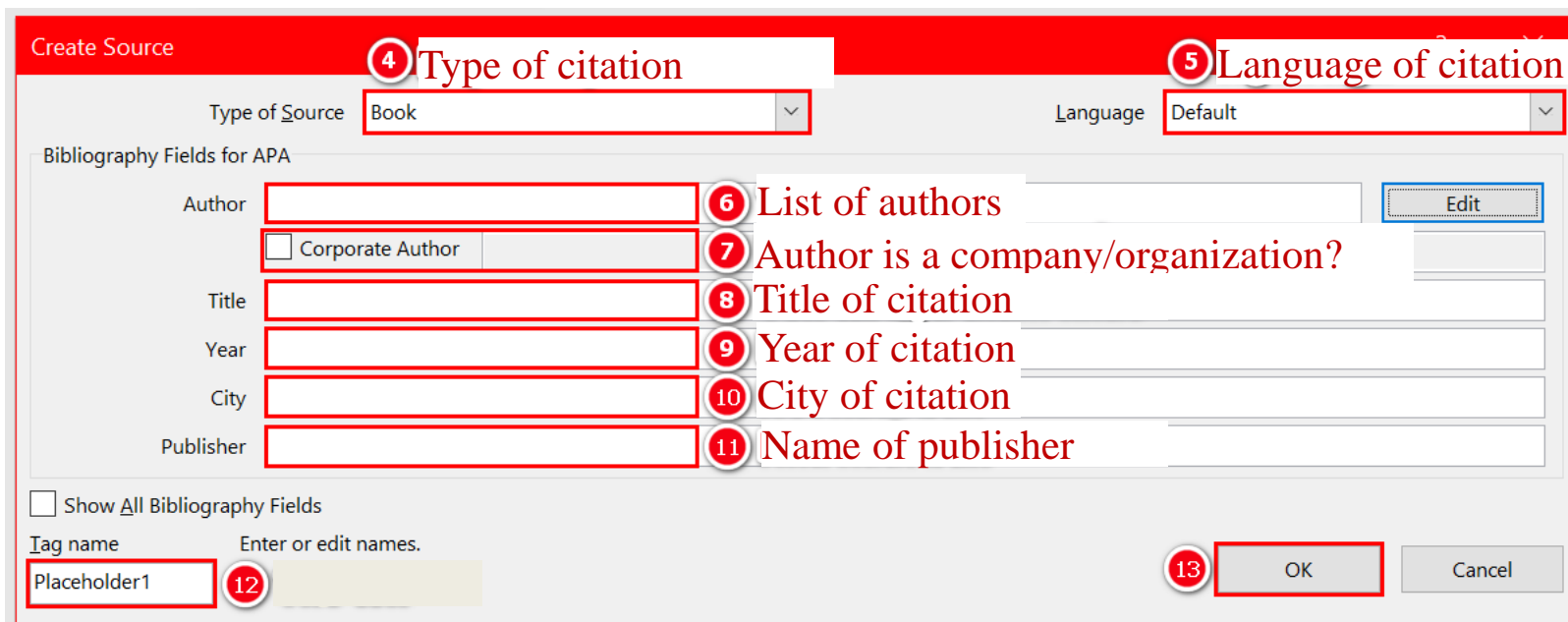1/. Create, insert and edit citations

- **Create a citation**

- **Create a citation (cont.)**
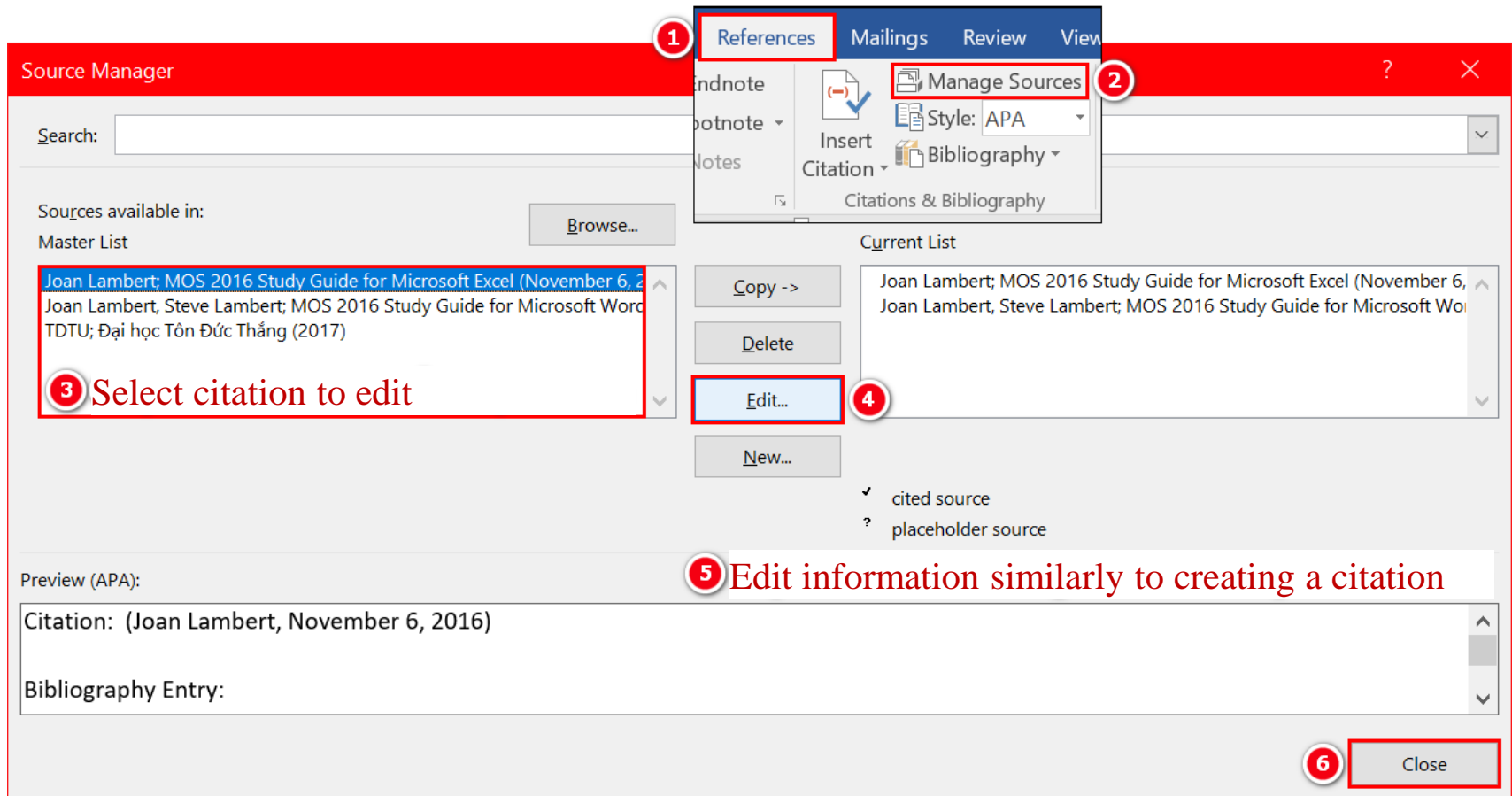
Create Source

④ Type of citation

⑤ Language of citation

| Type of Source | Book | Language | Default |

Bibliography Fields for APA

Author — ⑥ List of authors — Edit

☐ Corporate Author — ⑦ Author is a company/organization?

Title — ⑧ Title of citation

Year — ⑨ Year of citation

City — ⑩ City of citation

Publisher — ⑪ Name of publisher

☐ Show All Bibliography Fields

Tag name — Enter or edit names.

Placeholder1 — ⑫

⑬ OK — Cancel

*Information about document depends on type of source

1- Create, insert and edit citations

- ## Edit a citation

1- Create, insert and edit citations

- **Insert a citation**

Chapter 5: Applying references

Chapter 5. Applying references

5.1 Create footnotes and endnotes

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5.3 Create, insert and edit citations

5.4 Insert a bibliography

5.5 Insert captions

5.6 Insert a table of figures

1/. Insert a bibliography

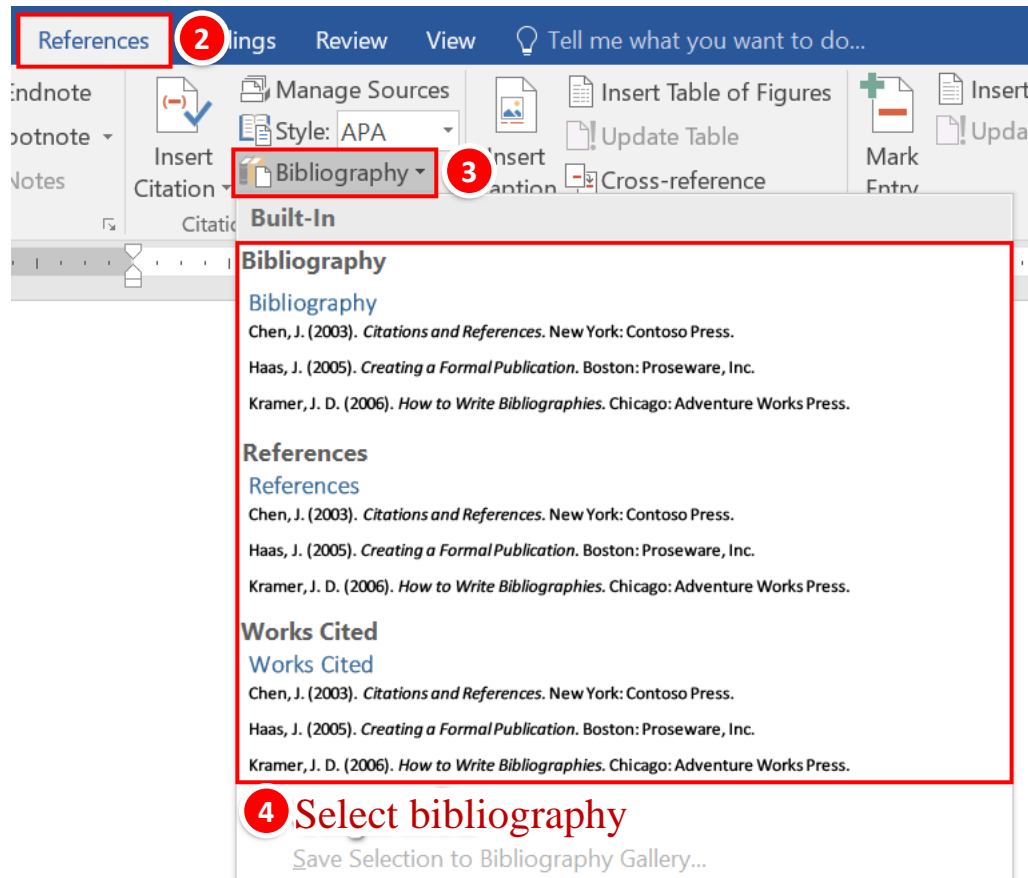# 1- Insert a bibliography

- **Insert a bibliography**

  ❶ Select position to insert a bibliography

Chapter 5. Applying references

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